

School of Business

State University of New York at New Paltz

BA
B
X



APPLICATION

THE GRADUATE SCHOOL

MBA

APPLICATION INSTRUCTIONS

School of Business, State University of New York at New Paltz
75 S. Manheim Blvd. Suite 9, New Paltz, NY 12561-2443
(845) 257-2930 • FAX (845) 257-3737
<http://mba.newpaltz.edu>

1. Using the materials and instructions provided, request 3 letters of recommendation and 2 official transcripts of all college/university coursework. These items should be mailed to the applicant.

2. Return to the above address:

- Application form
- Objectives of graduate study essay
- Letters of recommendation (three, in sealed envelopes)
- Official transcripts (2 from each post-secondary institution, including New Paltz and all transfer schools)
- Application fee and payment form
- Foreign Student Financial Statement (required of all international students)
- TOEFL score (Required of all international students)

3. We require three letters of recommendation from people in a position to comment on your potential for graduate work. Ask each recommender to seal his/her letter in a self-addressed envelope that you provide, to sign it across the seal, and to return it directly to you.

GMAT may be required from an MBA applicant if his/ her qualifications are at the minimum level.

**NOTE: PLEASE MAIL BACK YOUR APPLICATION DOSSIER ONLY WHEN IT IS COMPLETE.
WE CANNOT PROCESS INCOMPLETE APPLICATIONS.**

TO CHECK THE STATUS OF AN APPLICATION:

You may check the status of your application online by visiting: <http://my.newpaltz.edu>

To Login:

1. Enter your social security number* as your userid.
2. Leave the password field blank.
3. Select Graduate Applicant from the drop down menu.
4. Click the Login button.

*International students who do not have social security numbers must e-mail gradschool@newpaltz.edu for their userid.

For Office Use Only:

T: PAID:
L: MAT:
TC: TOEFL:
GRE:
ESSAY:
STATUS:

APPLICATION FOR ADMISSION TO SCHOOL OF BUSINESS

State University of New York at New Paltz
75 S. Manheim Blvd., Suite 9, New Paltz, NY 12561-2443
(845) 257-2930 • FAX (845) 257-3737
<http://mba.newpaltz.edu>

EACH APPLICANT TO A GRADUATE PROGRAM IS REQUIRED TO PAY A NON-REFUNDABLE \$50.00 APPLICATION FEE.

PRINT OR TYPE:

Social Security Number: □ □ □ - □ □ - □ □ □ □		Date of Birth: (month-day-year) □ □ - □ □ - □ □ □ □		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Name: (Last Name, First Name, Middle Initial)				Former/Maiden Name:	
Permanent Address: (include street, city, state and zip code)					
County: (if NYS)		Country:		Permanent Telephone Number:	
E-mail Address:			How often do you check your e-mail? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Rarely		
Current Address: (valid until: _____)					
Country:			Current Telephone Number:		
Citizen Status: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> NOT a U.S. Citizen			Do you plan to apply for a Visa through New Paltz? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Country of Birth: _____			Country of Citizenship: _____		
Optional Information: <i>Your response to the following questions will be used for research purposes only. SUNY New Paltz supports Affirmative Action and Equal Opportunity and does not discriminate against individuals or groups on the basis of race, sex, age, national origin, religion, disability, veteran status, marital status, or sexual orientation, in education or employment, or in any of its policies or programs.</i>					
<input type="checkbox"/> White, Non-Hispanic - W <input type="checkbox"/> Black, Non-Hispanic - B <input type="checkbox"/> Hispanic - H <input type="checkbox"/> Mixed Race - M <input type="checkbox"/> Asian or Pacific Islander - A <input type="checkbox"/> Native American or Native Alaskan - I <input type="checkbox"/> Not Listed Here - O					
Semester/Year of Intended Enrollment: Fall 20____ Spring 20____ Summer 20____			Name/Major Code of Intended Program: (see Major Code chart) Name: _____ Major Code: _____		
Are you planning to do: Accounting Non-CPA? <input type="checkbox"/> CPA <input type="checkbox"/> <input type="checkbox"/> Management <input type="checkbox"/> Marketing <input type="checkbox"/> Finance <input type="checkbox"/> International Business					
List below ALL colleges/universities attended:					
Institution	CEEB Code (for office use)	Degree Received	Month	Year	

LETTERS OF RECOMMENDATION:

Please list three persons from whom you will request letters of reference. *These letters should be from recommenders who have knowledge of your academic and professional background and who are able to comment on your capability for graduate study.*

1. _____ 2. _____ 3. _____

LIST FOREIGN LANGUAGES AND DESCRIBE LEVEL OF READING/SPEAKING/WRITING ABILITY.
(For Computer Science, please indicate high-level and assembly languages.)

INDICATE SCORES AND/OR THE DATE THE TEST WAS OR WILL BE TAKEN:
(Your application will be considered **INCOMPLETE** until we receive your test scores.)

Test	Score	Date
GMAT Verbal		
GMAT Quantitative		
GMAT Analytical		
Total GMAT:		
TOEFL (required for all international students)		

STATEMENT OF OBJECTIVES

Your Statement of Objectives for graduate study is intended to provide us with information about your educational and professional goals. In addition, since it provides us with a sample of your writing, your statement should reflect exemplary organization, writing style and mechanics.

Write a 300-400 word, typed, double-spaced essay that clearly addresses the following:

- A. What are your professional goals?
- B. How have your previous experiences contributed to your decision to enter the program?
- C. How will graduate study assist you in achieving your future career and educational aspirations?

THOSE FOR WHOM THE FOLLOWING TWO STATEMENTS APPLY MUST RESPOND

Check here if you have been convicted of a felony if you have been dismissed from college for disciplinary reasons.

An affirmative response to either question will not automatically prevent admission, but you will be asked to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or disciplinary action.

PROPERTY RIGHTS

In accordance with AACRAO policies, all materials submitted with this application will become the property of SUNY New Paltz and will not be returned to the applicant.

NOTE: PLEASE MAIL BACK YOUR APPLICATION DOSSIER ONLY WHEN IT IS SIGNED AND COMPLETE. WE CANNOT PROCESS INCOMPLETE APPLICATIONS.

Signature:

Date:

LETTER OF RECOMMENDATION FOR ADMISSION TO GRADUATE SCHOOL State University of New York at New Paltz

Return to applicant by _____
(month/day/year)

Name _____

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Social Security Number

Proposed program of study and degree: _____

Name of recommender: _____

The Family Educational Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are permitted to waive their right of access to recommendations. The following statement indicates the wish of the applicant regarding this recommendation:

I waive do not waive my right to inspect the contents of this recommendation.

To the recommender: We would appreciate your opinion of this applicant's potential for success in graduate study. How long and in what capacity have you known the applicant? Please comment on the applicant's academic ability and aptitude for advanced study in the field. If you prefer to write a personal letter rather than use this form, please do so and attach this form to your letter. We pay careful attention to your appraisal, and we are grateful for your assistance.

To the applicant: This form should be copied for your recommender. Complete the top portion of this form. Provide your recommender with a stamped envelope addressed to the School of Business at the above address.

Signature _____

Date _____

Position _____

Address _____

e-mail _____

To the Recommender: Please seal your recommendation in the stamped envelope provided by the student, sign across the seal, and mail. We appreciate your prompt reply. Only Master of Science in Educational Administration and CAS applicants must complete reverse side.

APPLICATION FEE PAYMENT FORM

This form accompanies the required fee payment for graduate admission. The fee of \$50.00 must arrive together with the application. We cannot waive or defer fees for any applicant, nor can we process your application unless the fee is paid.

Please make checks payable to SUNY New Paltz. We also accept charge-card authorization for either VISA or MasterCard. Do not send cash.

Name _____

□	□	□	□	□	□	□	□	□	□
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Social Security Number (optional)

Address _____

Intended program of study: _____

Form of payment

- Check (to SUNY New Paltz) for \$50.00
- US Postal Money order for \$50.00
- Charge authorization for \$50.00
- VISA MasterCard

Account number _____

Expiration date _____

Signature of card holder _____

Print card holder's name _____

Return the entire application to:

School of Business
SUNY New Paltz
75 S. Manheim Blvd, Suite 9
New Paltz, NY 12561-2443

NOTES

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DEADLINES

School of Business has a rolling admission for MBA applications

REGISTRATION

1. Enrollment in some courses is restricted to matriculated students, and many courses have prerequisites. Please consult the current Schedule of Classes. If you wish to pursue the Master's degree or the Certificate of Advanced Study, you may not take more than 6-9 credits, depending on the department that you are applying to, without matriculating.
2. Matriculated graduate students may self-register; they are not required to obtain advisors' signatures for registration.

FINANCIAL AID

All need-based aid is considered only after the college receives the FAFSA. This form is available from most secondary and post-secondary institutions. Please call (845) 257-3250 for further information.

A limited number of graduate assistantships are available. Please contact your department for further information about qualifications, stipends, and responsibilities.

ACCREDITATION

SUNY New Paltz is fully accredited by the Middle States Association of Colleges and Secondary Schools and The National Council for Accreditation of Teacher Education and is approved as a degree-granting institution by the Trustees of the State University of New York and the Regents of New York State. The University is approved for Teacher Certification by the New York State Education Department. At the master's level, the Literacy Education B-6 and 5-12 programs are both nationally recognized by the International Reading Association; the art programs are accredited by the National Association of Schools of Art and Design; the nursing program is accredited by the Board of Nursing of New York Education Department and the National League of Nursing; and the communication disorders program is accredited by the American Speech-Language Hearing Association

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